



Human Resource Services
FOR PUBLIC AGENCIES

PROJECT MANAGER

(\$5,518 – \$6,250/MONTH)

THE ORGANIZATION

CPS Human Resource Services (CPS) was initially created in California in 1935 as a state agency to improve efficiencies, provide cost-effective services, and advance quality personnel management practices to its clients. In 1985, CPS transitioned to become an independent, public organization and currently functions as a Joint Powers Authority (JPA). Our vision is to provide a “nationwide presence for the improvement of Human Resource Management in all forms of government.” We are a progressive and dynamic organization that prides itself in innovative strategies, approaches and business practices.

Existing to assist public and non-profit sector employers develop and enhance human resource programs, CPS is a self-supporting public agency that offers a full range of products and services. Among the services provided to clients are test development and administration, classification and compensation studies, executive recruitments, organizational development, strategic compensation design and implementation, human resource training, performance management, and workforce planning.

CPS is governed by a nine member Board of Directors including the City of Anaheim, California State Personnel Board, County of Sacramento, City and County of San Francisco, East Bay Municipal Utility District, State of Wisconsin, City of Las Vegas, County of Sonoma, and Hayward Unified School District. Our core values promote client satisfaction, organizational integration, high quality of work life, and financial returns that assure long-term sustainability.

The organization has experienced significant growth in revenues, service and product offerings and employees over the last five years. CPS serves over 1800 client organizations at the state, local, and national levels in both the U.S. and Canada. More information can be found on CPS at: www.cps.ca.gov.

THE POSITION

To achieve our mission of providing “professionally sound, client-oriented human resources and related products and services to public and non-profit clients,” CPS is making significant investments in its infrastructure. Several major initiatives are underway to enhance both the internal business processes and technologies to improve our services. One of these internal investments is the development and implementation of a new Applicant Tracking System (ATS). This enterprise system will provide significant improvements in our ability to collect, process, track and report on a wide variety of applicant and candidate information. This will be a major project for CPS and will involve a variety of internet and e-commerce related technologies.

To successfully design, develop and implement the ATS, close coordination, communication and collaboration will be required within CPS and with the other business partners and vendors involved in the project.

CPS is seeking a proven, experienced, high-energy, and talented Project Manager to work closely with the existing CPS Project Team which includes a Project Sponsor, Steering Committee, Project Team Leads and Staff as well as Business Partner vendors. The successful candidate will perform in a highly visible role that will require the application of a variety of planning, management, tracking and reporting skills and abilities. The primary worksite is expected to be the CPS Home Office in Sacramento, CA with occasional travel to CPS regional offices located in Washington DC, Atlanta, GA, Chicago, IL and Madison, WI.

In addition to functioning as the Project Manager for the ATS Project, it is envisioned that the successful candidate will also work with CPS management to design and develop an enterprise project management capability. This capability will be extended to other major projects within CPS with the following goals:

- Build an enterprise project management “blueprint” for the CPS organization
- Implement a consistent project management discipline and methodology that is tailored to the culture and values of CPS.
- Provide a professional development opportunity for aspiring employees to enhance their project management knowledge, skills and abilities.
- Integrate effective project management practices within the culture of CPS to enhance opportunities for project and organizational success.
- Support efforts for CPS to evolve to become a CMM certified organization

This position represents a tremendous opportunity to apply a variety of skillsets, expertise and approaches to position CPS for future growth and success!

Key Duties:

A. Perform as Project Manager for the ATS Project:

- Collaborate with Executive Project Sponsor, Project Steering Committee, Project Team, CPS Business Units and associated Business Partner vendor personnel.
- Apply industry recognized practices and approaches to plan, coordinate, manage, track and communicate the status of project efforts.
- Apply a broad range of professional knowledge and management skills including project lifecycle and software development lifecycle management and implementation.
- Develop and implement project management tools, approaches and processes to oversee and coordinate CPS Project Team efforts and activities. Tools and processes include:
 - Action Item collection, assignment, tracking and reporting
 - Issue identification, assignment, and tracking
 - Risk identification, assignment, mitigation and reporting
 - Project scheduling, tracking and forecasting including the use of MS Project or other software

- Scope and contract management for the ATS design and development contract as well as related contracts
- Project quality control and assurance for Business Partner and CPS deliverables
- Project documentation and administration support
- Communications management support to ensure that communications within the CPS Team are effective and timely
- Prepare and deliver project meetings, presentations and briefings
- Drive the ATS project to a successful conclusion

B. Enterprise Project Management (EPM) Development and Implementation

- Collaborate with CPS Executive, Management and assigned employees to understand and define organizational requirements and needs.
- Develop and propose EPM strategy and implementation plan.
- Identify resources (equipment, software, personnel, and financial) and EPM organizational structure required to implement chosen strategy and plan.
- Develop and apply EPM approach and methodology.
- Document methodology and incorporate within organizational business plans and strategies.
- Develop training curriculum for other project managers and project team staff.
- Oversee application of EPM to selected CPS projects.
- Create and deliver training, presentations and briefings for a variety of organizational, business unit, and project team personnel.
- Capture lessons learned and apply those lessons to improve EPM methodology and approaches.
- Mentor aspiring CPS employees.

Qualifications

Successful candidates are expected to possess the following:

Ability to:

- Work accurately and effectively amid multiple priorities
- Apply available technology (laptop computers, cell phone/personal digital assistant, etc.) and software productivity tools (MS Office applications such as Word, Excel, PowerPoint, Project and Outlook/Exchange) to plan, communicate and track project and program efforts
- Apply organized approaches to effectively manage large amounts of information
- Identify obstacles and problems as well as recommend and implement solutions on a timely basis
- Collaboratively plan, prioritize, assign and monitor tasks performed by project team members
- Consistently apply effective, innovative and credible communication approaches (orally and in writing)
- Create and deliver persuasive and credible presentations to large and small groups of project stakeholders
- Promote and embody exemplary customer focus
- Maintain a polished professional appearance at all times

- Partner closely with all internal/external client and project team personnel to make the project successful
- Embrace and extend the vision and values of CPS
- Develop a strong understanding of the strategic and practical value of HR management in the public and non-profit sectors

Skills:

- Superior collaboration, communication and partnering competencies
- Strong understanding of effective software/system development lifecycle (SDLC) management and implementation
- Robust skills in project management methodologies for multiple project plans, inputs and stakeholders
- Strong proficiency in MS Windows and MS Office 2000 applications (Outlook, Word, PowerPoint, Project, and Excel)
- Strong competencies in interpreting and assessing project management information (schedules, plans, reports, analyses, etc) using MS Project software
- Development, maintenance, analysis and reporting of Earned Value Management (EVM) methodologies and approaches
- Strong organizational and planning skills
- Excellent communication and interpersonal skills
- Multi-tasking competencies to manage multiple efforts or projects

Knowledge Of:

- Internet software and E-commerce standards and practices
- Project Management Institute (PMI) Project Management Body of Knowledge practices
- Institute for Electrical and Electronics Engineering (IEEE) standards and practices
- Software Engineering Institute (SEI) Capability Maturity Model (CMM)
- Earned Value Methodology (EVM) application
- Government contract environment constraints, challenges and opportunities

Education:

The ideal candidate will possess at least a completed Bachelor's degree in information technology, business, engineering, public administration or a related field. Successful completion of an advanced degree (MPA, MBA, etc.) is highly desirable. Project Management Professional (PMP) certification from the Project Management Institute (PMI) is strongly preferred. Meaningful participation in professional organizations including public speaking experience and authoring of articles is highly valued. Other completed training programs conferring project management degrees or certifications will also be considered.

Experience:

Minimum of 6-8 years of progressively challenging and responsible project management experience in large, multi-million (\$5-10M+) contracts. Front-line, direct coordination and reporting experience to executive and management clients and/or principal vendor representatives is required along with strong performance in all aspects of the project

lifecycle. Large consulting firm experience is valued. Competency-based experience in using software applications to manage large projects is required for this position. Prior government agency experience as a manager or a vendor representative is valued and human relations experience is considered to be a plus.

Physical and Mental Requirements:

- Vision sufficient to clearly see computer monitors, displays, charts and written documentation
- Hearing sufficient to participate in conference calls, large meetings, cell phone conversations
- Ability to process large amounts of information as well as assess and discern emerging trends and issues before they become problems
- Ability to travel by plane, rail, or auto

SALARY AND BENEFITS

SALARY RANGE: (\$5,518 – \$6,250/MONTH)

BENEFITS:

Bonus Opportunities – CPS is an entrepreneurial public agency that “reveres hard work and expects compensation for results.” Accordingly, this position is eligible for the Results Oriented Pay Program (ROPP) and the Team Based Performance Pay Program (TBPPP). These programs reward both individual and organizational performance, respectively, for meeting and exceeding CPS business goals during the CPS fiscal year.

Insurance – CPS provides health, dental, vision, life and long-term disability plans

Leave – CPS provides a generous leave plan.

Retirement – CPS is a California Public Employee’s Retirement System member with 2% at age 55 retirement. CPS also offers a 457 plan. CPS does not participate in Social Security, except for Medicare.

Flexible Spending – CPS offers a Dependent Care Assistance Plan and a Health Care Spending Account.

SELECTION PROCESS

Qualified candidates must be able to successfully complete a background check. Interested candidates should submit a detailed resume, including postal and e-mail addresses, educational history, occupational history with dates of employment, and 3 professional references in a MS Word 6.0 file or Rich Text Format file to:

atsprojectmanager@cps.ca.gov. Faxes will not be accepted.

A Screening Committee will review resumes, select and contact the most qualified candidates to either provide additional information or participate in an oral interview process. The application process will remain open until filled. Initial screening is anticipated to occur the week of August 25, 2003.

